



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, DIVISION SUPPORT COMMAND  
4TH INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544-5000

10 SEP 2001

AFYB-SC-CDR

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Memorandum # 10 - Awards**

1. The following guidelines are provided to assist commanders in ensuring deserving soldiers are presented with an achievement/service award in a timely manner. Awards will be submitted on DA Form 638 IAW the time frame below:

AAM - will be submitted to approval authority 30 days prior to presentation date.

ARCOM - will be submitted to approval authority 45 days prior to presentation date.

MSM - will be submitted to approval authority 60 days prior to presentation date.

LOM- will be submitted to approval authority 90 days prior to presentation date with 4 page double spaced narrative and proposed citation.

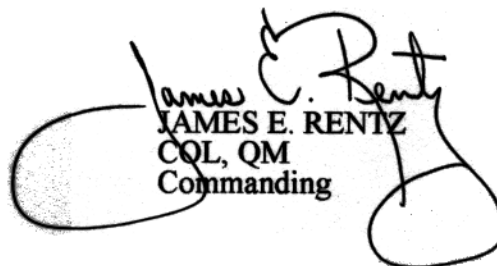
2. Letters of lateness are not required for late awards that do not leave the DISCOM (i.e., ARCOM and below). Expeditious processing is my intent, not unnecessary bureaucratic procedures.

3. The DA Form 638 will include the soldiers' APFT score, weapons date/score, HT/WT (include screening table for soldiers requiring tape test), race, sex, and proposed presentation date. Include years of service and soldiers age for recommendations on retirement awards.

4. I delegate the authority to Battalion Commanders to downgrade awards submitted as requests for Army Commendation Medals.

5. Battalion PACs will ensure that all personnel receiving an award complete a DD Form 2266 (Hometown News Release).

6. **WRANGLERS!!**

  
JAMES E. RENTZ  
COL, QM  
Commanding

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